Arkansas Travel Card Program

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State Credit Card Administrator

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State Credit Card Coordinator

Office of State Procurement



https://access.usbank.com www.arkansas.gov/dfa/procurement

<u>Facts</u>

- A new Travel Card contract has been awarded to US Bank. They will be providing P-Cards and Travel cards.
- At this time UMB will continue to honor current travel cards.
- There will be 2 types of accounts: A sponsored account, and a cardless (ghost) account.
- Each entity will have a managing account for each type of account (one for sponsored and one for ghost).
- Each account will roll up under a managing account depending on what type of account it is.

Reviewing Responsibilities

- Be aware of all of the cardholder's responsibilities.
- Monitor/review the cardholder activities weekly.
- Make sure cardholder is in compliance with the authorized uses of the card.

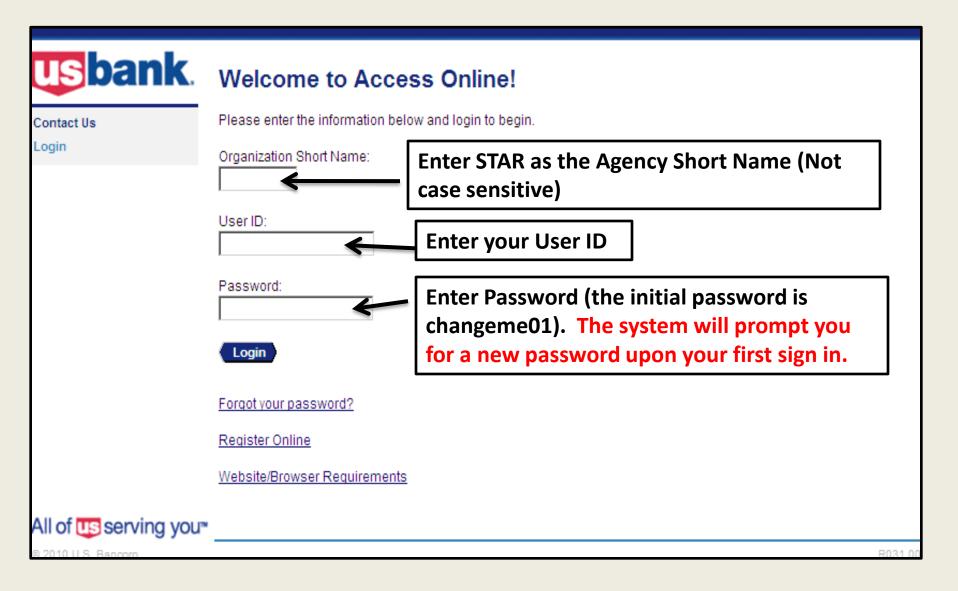
Reviewing Responsibilities

- Maintain or assist in maintaining all documentation on all purchases.
- Make sure all accounting codes are appropriate for the card account.
- Assist in resolving any disputes on the cardholder account.
- Reconcile all accounts under Reviewers responsibility on a monthly basis.
- Communicate all questionable activity to Department Liaisons and/or State Credit Card Section.

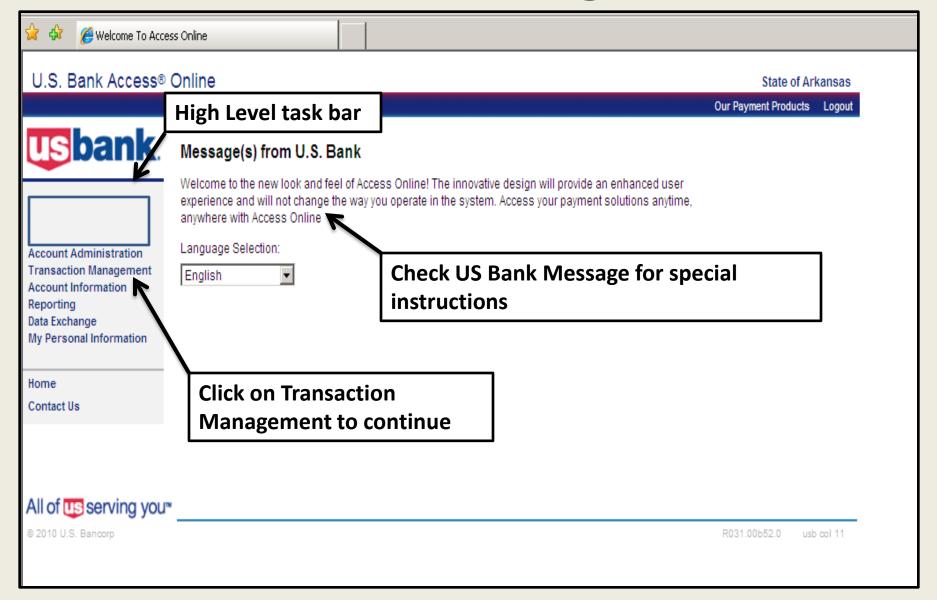
Explanation of the Reviewer Training Reviewer Responsibilities

- In order to be a reviewer you will need to be setup by DFA/OSP Credit Card Admin./Coordinator
- Reviewers will log onto the website at https://access.usbank.com
- The list on the left side of the page is called the high level task bar. As a reviewer, you have PA access to the Access Online site. Use these options to access the items needed to perform your reviewing tasks.
- The reviewer's tasks include verifying detailed receipts, making sure the correct cost center has been entered as well as internal order, GL code, and comments.

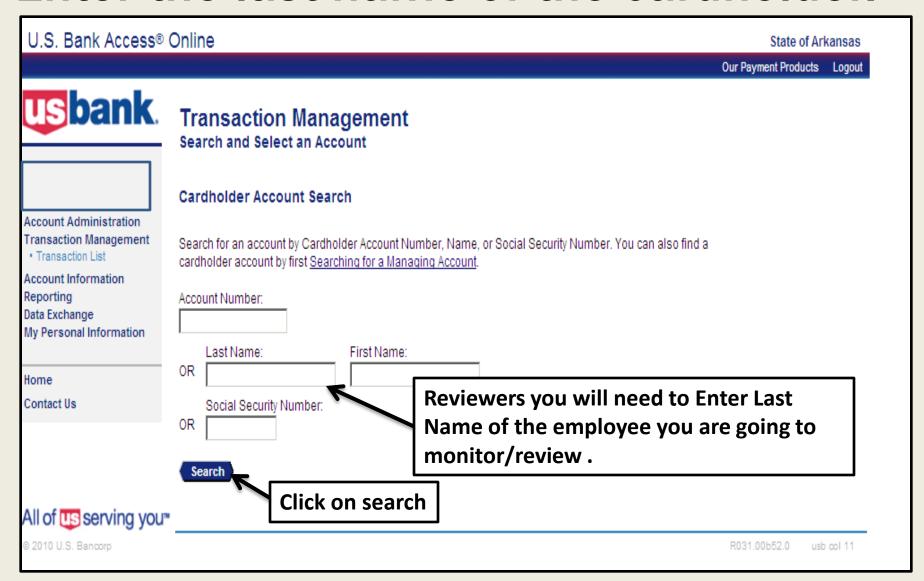
Logging onto the system as a Reviewer



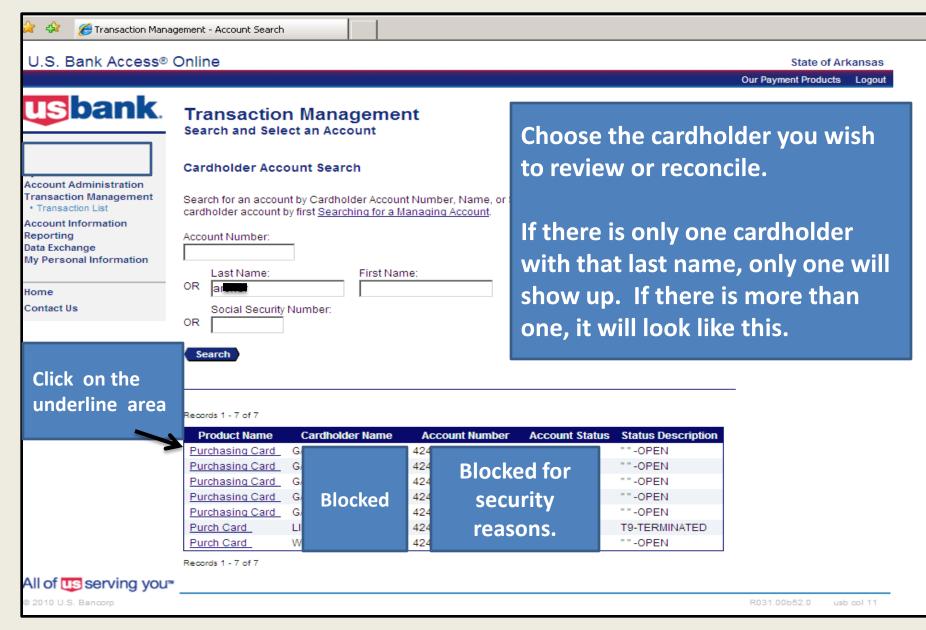
Transaction Management



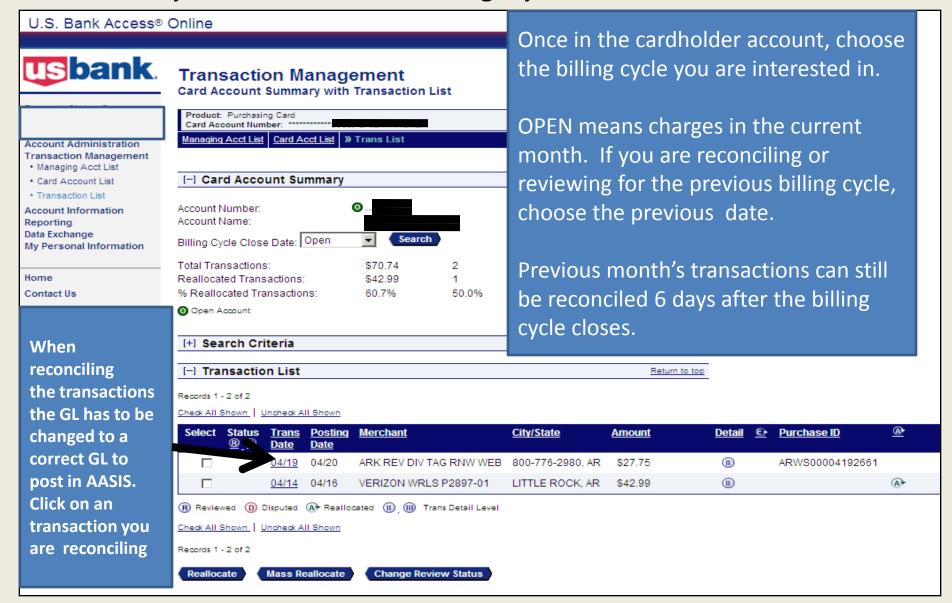
Enter the last name of the cardholder.



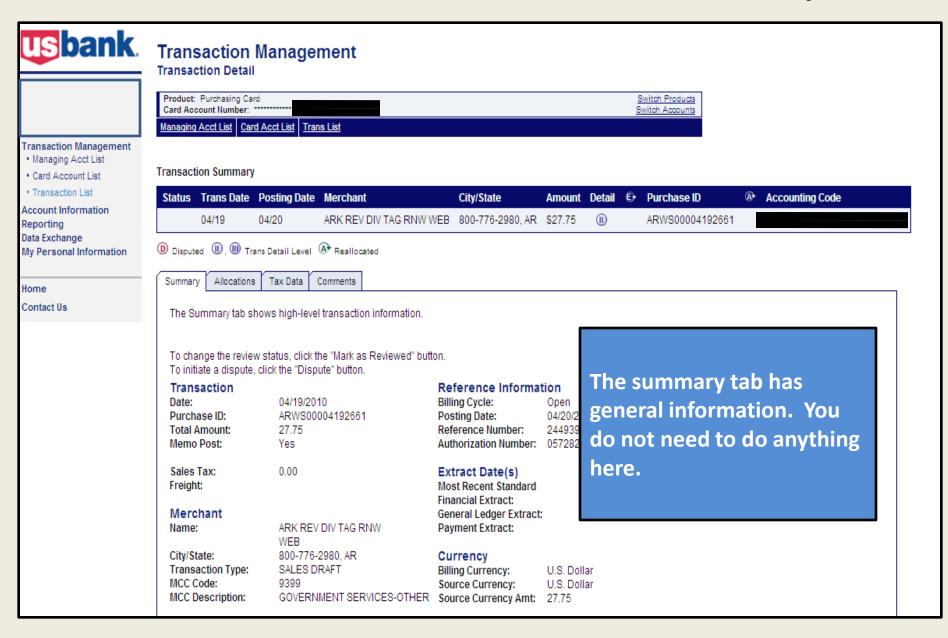
Choose the correct cardholder from the list



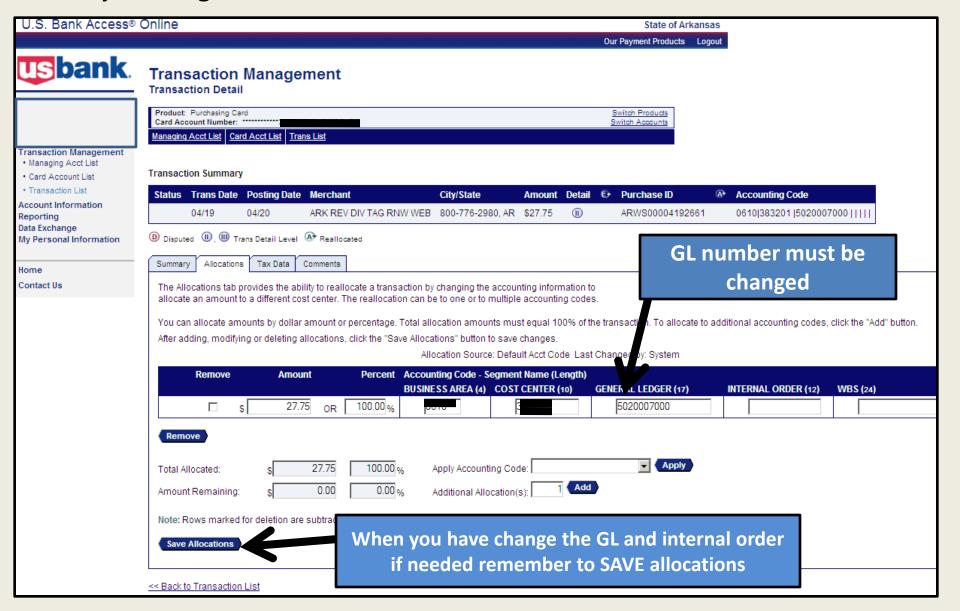
Choose the billing cycle. The billing cycle generally runs from the 16th of the month till the 15th of the next month unless the 15th falls on a weekend day. If that occurs, the close of the cycle will be on the next working day.



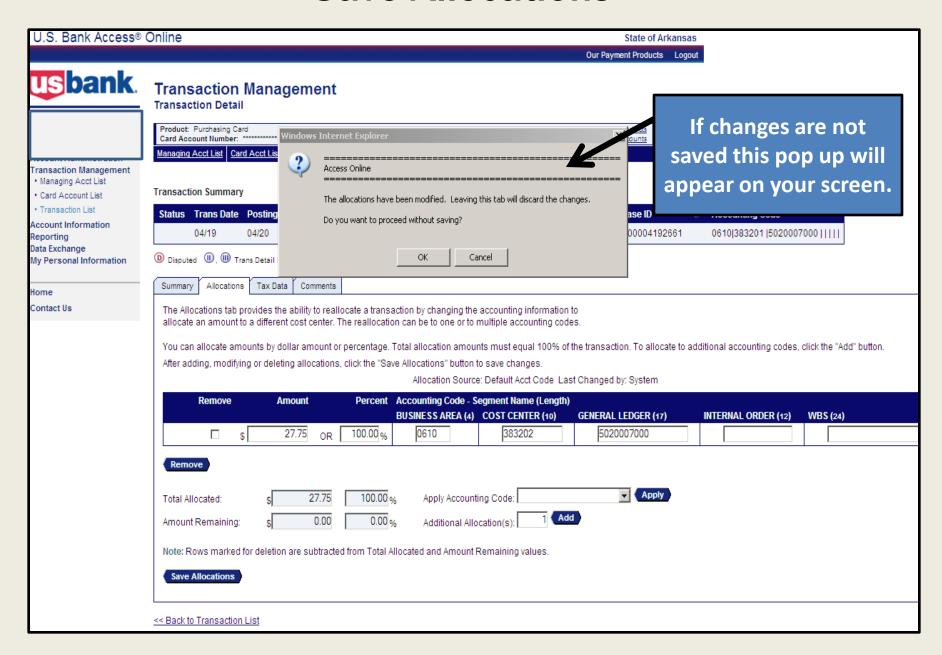
Once a transaction has been selected, there are normally 4 tabs.



Allocations tab is where the General Ledger number must be changed from the default to the Correct GL. This is a critical element this MUST be changed. Scroll all the way to the right to see all of the fields.



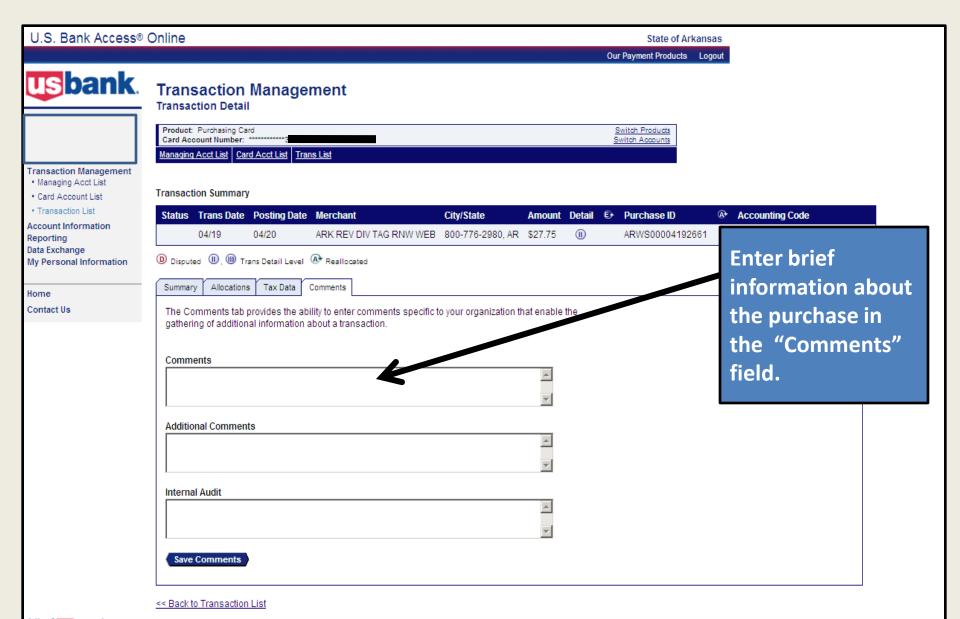
Save Allocations



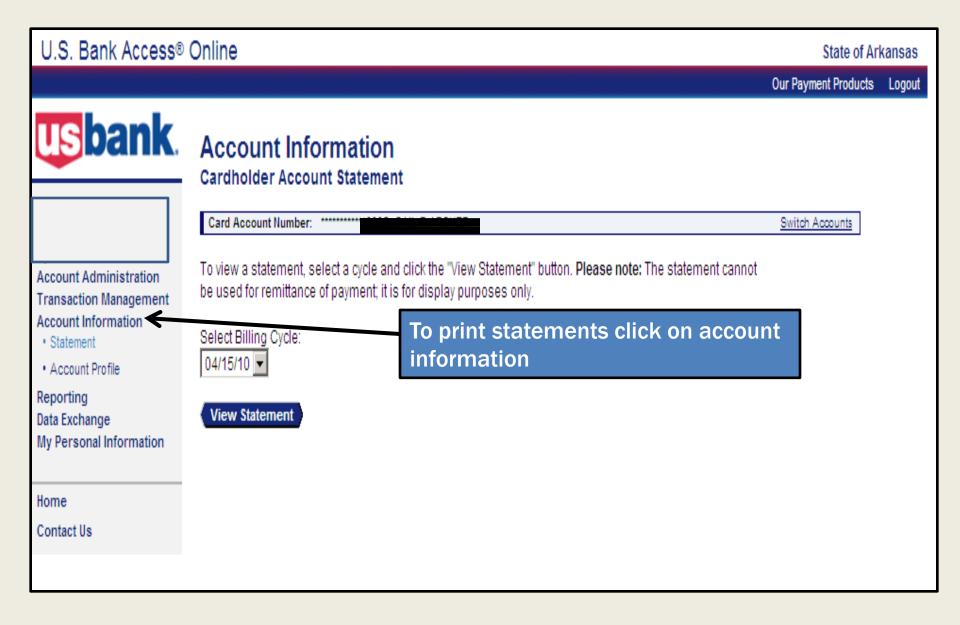
The tax tab is not generally used. It will tell a reviewer whether tax was reported. Transaction Detail duct: Purchasing Card Switch Products Account Number: ***** Switch Accounts Manag vg Acct List | Card Acct List | Trans List Transaction Management · Managing Acct List Transaction | ummary · Card Account List . Transaction List Status Trans Late Posting Date Merchant **Accounting Code** City/State Amount Detail 🕒 Purchase ID Account Information 04/19 ARK REV DIV TAG RNW WEB 800-776-2980, AR \$27.75 (11) ARWS00004192661 Reporting Data Exchange Disputed . Trans il Level 👺 Reallocated My Personal Information Summary Allocations Tax Data Comments Home Contact Us The Tax Data tab provides the ability to view, add, or edit the tax data on a transaction. This tab can be used as a worksheet and a source of data for your tax application. Shipping from Information Merchant Ship from State: Merchant Legal INTERNATIONAL AR ▼ BUSINESS Name: Ship from Postal Code: 72202 State: Ship from Source: Visa Postal Code: 722020000 Merchant Tax ID: 130871985 Shipping to Information Taxability Ship to State: Taxability: Ship to Postal Code: Source: 722032485 Ship to Source: Visa Freight Tax Freight Implied: Tax Implied: $\overline{\mathbf{v}}$ Amount Reported: Amount Reported: Source: Source: Visa Destination Usage Destination Code: Usage Code: Source: Source: Save Tax Data

<< Back to Transaction List

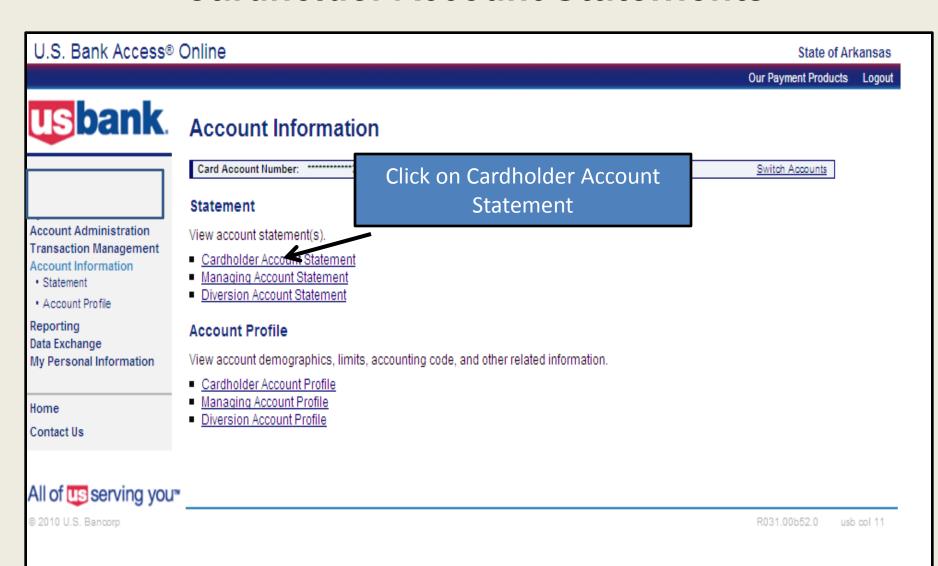
In the comments tab the cardholder or reviewer should enter a description of the items purchased. This is the only method to tell what was purchased



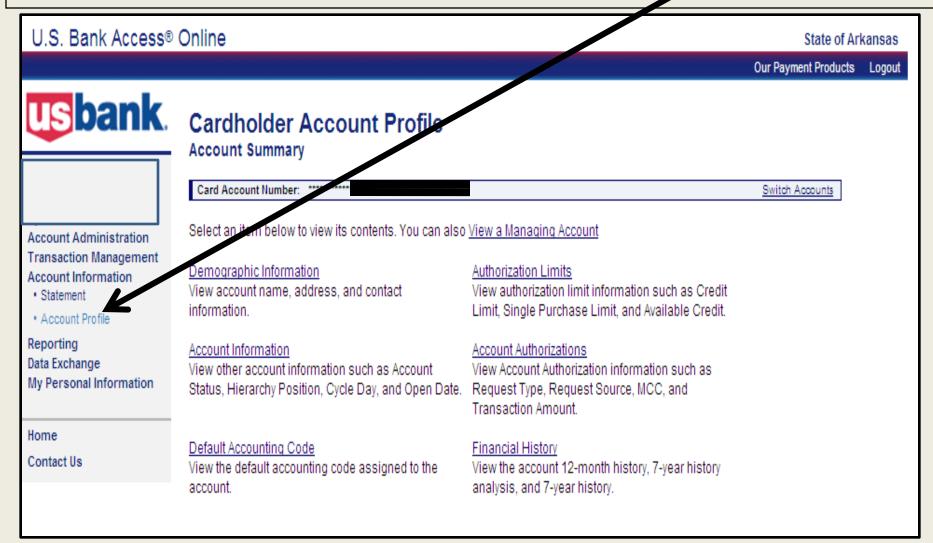
Card Account Statements



Cardholder Account Statements



Checking cardholder credit limits. Click on account profile.



Click on Authorization Limits

U.S. Bank Access® Online State of Arkansas Our Payment Products Logout US bank. Cardholder Account Profile Account Summary Switch Accounts Select an item below to view its contents. You can als View a Managing Account Account Administration Transaction Management Demographic Information Authorization Limits Account Information View account name, address, and contact View authorization limit information such as Credit Statement information. Limit, Single Purchase Limit, and Available Credit. Account Profile. Reporting Account Information Account Authorizations Data Exchange View other account information such as Account. View Account Authorization information such as My Personal Information Status, Hierarchy Position, Cycle Day, and Open Date. Request Type, Request Source, MCC, and Transaction Amount Home Default Accounting Code Financial History Contact Us View the default accounting code assigned to the View the account 12-month history, 7-year history analysis, and 7-year history. account

Viewing Credit Limits

U.S. Bank Access® Online State of Arkansas

Our Payment Products Logout



Account Administration Transaction Management Account Information

- Statement
- Account Profile

Reporting Data Exchange My Personal Information

Home

Contact Us

Cardholder Account Profile

Authorization Limits

Authorization Limits

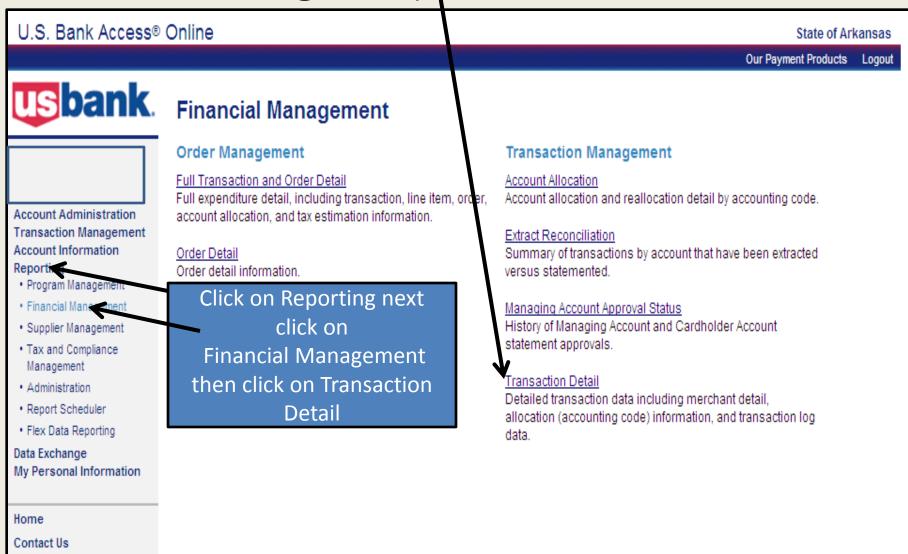
Credit Limit: 2.000.00 Single Purchase Limit: 0.00Available Credit: 1.929.26 Fiscal First Month:

Standard Velocity Limits

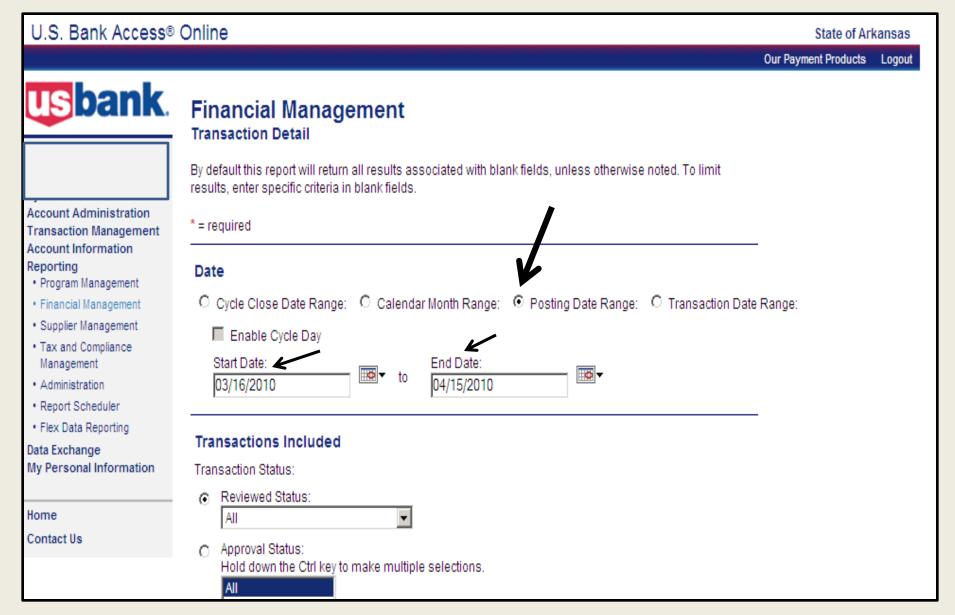
	Limit	Total
Daily Dollar:	0.00	0.00
Daily Transaction:	0	0
Cycle Dollar:	0.00	27.75
Cycle Transaction:	0	1
Monthly Dollar:	0.00	1,038.24
Monthly Transaction:	0	3
Quarterly Dollar:	0.00	1,038.24
Quarterly Transaction:	0	3
Yearly Dollar:	0.00	2,296.19
Yearly Transaction:	0	20

At any time monthly limits need to be raised or lowered, the agency liaison(s) will need to contact via email both Norma Little and Jeff Spears.

Running a monthly report – Go to Reporting/Financial Management/Ţransaction Detail



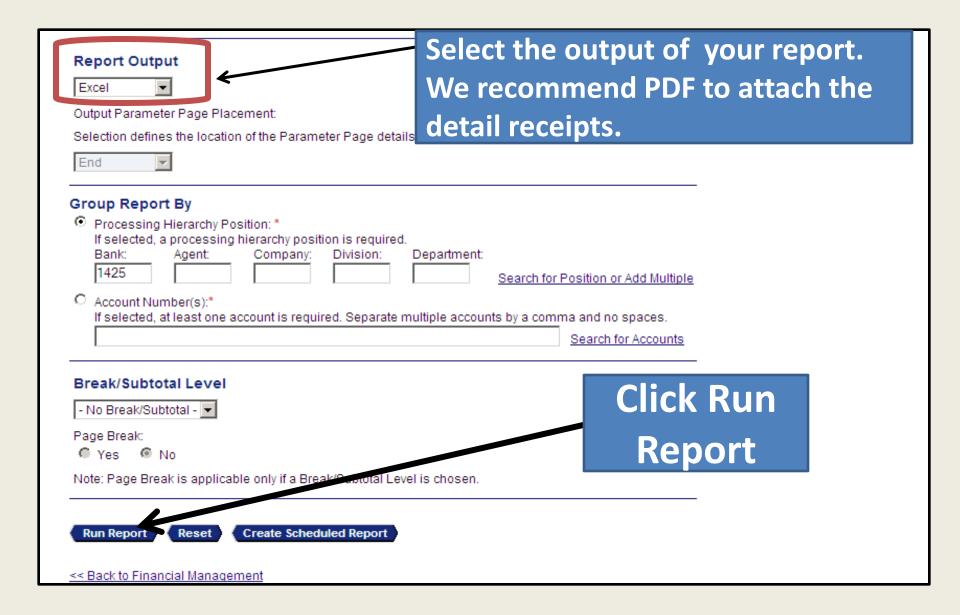
Select Posting Date Range and set Start and End Date range....



Scroll down and select Display Transaction Comments and Display Allocation Detail



Select Output and Run Report



Tips

- Always email both <u>jeff.spears@dfa.arkansas.gov</u> and <u>norma.little@dfa.arkansas.gov</u> to ensure your request is answered.
- Let us know as soon as possible of any employee turnover, extended leave time, or any circumstance which may put a travel card at risk for compromise.
- Please let us know of any comments or suggestions you may have.